

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

CORRECTIONS PROGRAM SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to present and future supervisory positions located within the Department of Corrections. Positions allocated to this classification direct and supervise a comprehensive specialized treatment program, segments of a social services program, and/or other specialized professional services in an adult or juvenile correctional institution or an adult correctional center. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses professional supervisory positions located within the Department of Corrections, must meet the definition of supervisor, as defined in s. 111.81(19), Wis. Stats., and recommend hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline and adjustment of grievances of subordinate employees. Positions allocated to this classification: (1) direct, supervise and coordinate institution-wide specialized professional program(s), services and activities (chaplaincy, social services community services) within a correctional center or correctional institution; (2) direct a comprehensive specialized treatment program, including supervision of professional staff, for offenders within a correctional center (i.e., Drug Abuse Correctional Center) or a correctional institution; or (3) provide direction, supervision, coordination, and monitoring of the living and treatment program(s) for a distinct unit or units through direct supervision of security and treatment staff within a correctional center or correctional institution. The positions direct daily program operations; coordinate programs, services, and activities with other program areas within the institution or correctional center; and serve as liaison with other areas within the Department and outside agencies in order to effectively meet the program and/or treatment needs of offenders and foster their successful adjustment to the institution and the community.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the definition of supervisor in s. 111.81(19), Wis. Stats., as interpreted and administered by the Wisconsin Employment Relations Commission.
2. Positions which supervise assessment and evaluation or program review classification systems a majority of the time and are more appropriately classified as Corrections Classification Management Supervisor.
3. Positions which supervise probation and parole agents a majority of the time and are more appropriately classified as Corrections Field Supervisor.
4. Positions within the Departments of Health Services or Veterans Affairs which are engaged in the supervision of multi-disciplinary professional treatment staff on distinct treatment unit(s) of a facility for developmentally disabled or mentally ill individuals and are more appropriately classified as Institution Social Services Director.
5. Positions responsible for the supervision of security staff who provide security for inmates, staff and the public within a secure facility or while the inmates are outside the perimeter of a secure facility and are more appropriately classified as Supervising Officer 1 or 2.
6. Positions responsible for the security, discipline, custody, control and rehabilitation of offenders at a juvenile institution and are more appropriate classified as Supervising Youth Counselor 1 or 2.
7. Positions which perform both generalized and specialized supervisory support functions in a wide range and combination of activities for a program or distinct segment of a program of considerable size and supervise employees performing administrative support functions and are more appropriately classified as Program Support Supervisor – DOC.
8. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competition.

II. DEFINITIONS

CORRECTIONS PROGRAM SUPERVISOR

Positions allocated to this class spend a majority of time: (1) planning, coordinating, implementing and evaluating institution-wide specialized professional programs, services and activities (e.g., religious, social services, community services) which may include services and activities for the mentally ill, developmentally disabled, and drug and/or alcohol-dependent offenders; (2) directing a comprehensive specialized treatment program with responsibility for supervising professional staff engaged in providing direct counseling and treatment services to offenders within an adult correctional center (e.g., Drug Abuse Correctional Center); or (3) providing direction, supervision, coordination, and monitoring of the living and treatment program(s) for a distinct unit or units through direct supervision of security and treatment staff.

These positions must provide direct supervision to at least one, in any combination of, professional social workers, teachers, and chaplains. Positions may also supervise recreation staff, security staff, para-

professional, and other professional and support staff. The positions liaison with other institution program areas (e.g., health services) as well as outside agencies (to include other state agencies as well as community groups or private entities) to effectively monitor offender needs, progress, and ongoing status. Positions may provide direct treatment and counseling services to offenders, and/or coordinate work placement and volunteer group activities; may have responsibilities for coordinating offender litigation responses; and may provide assistance in the budget process, but this type of work would not constitute a majority of the job responsibilities. These positions will report to the Institution Superintendent, Correctional Center Superintendent or Deputy Warden, except that positions within the Division of Juvenile Corrections, Cooper Lake/Lincoln Hills Schools will report to the Correctional Services Treatment Director. Work is performed under general supervision.

Representative Positions:

Corrections Program Supervisor, Jackson Correctional Institution: Reports to the Deputy Warden and is responsible for the security, treatment and general living conditions of all offenders assigned to the unit. This position is also responsible for the administration of all activities within the unit, including the development, implementation, and monitoring of overall goals, policies, and procedures as part of the Institution Management Team, and determining the direction of an Institution-wide program. Programs include treatment, education, religions and reentry. This position will direct and supervise Social Workers, Correctional Officers and Sergeants, and provide liaison services to classification, education, religion, health and clinical services.

Corrections Program Supervisor, Fox Lake Correctional Institution: Reports to the Deputy Warden and is responsible for directing all aspects of inmate services at the Institution. This position will coordinate inmate volunteer and community programs, inmate groups and orientation; coordinate and maintain liaison with Health Services, Clinical Services, Social Services and outside agencies monitoring inmate needs, progress and ongoing status. This position will direct and supervise the Offender Records Supervisor, Recreation Leaders and Chaplains.

Corrections Program Supervisor, Wisconsin Correctional Center System, Drug Abuse Correctional Center: Reports to the Corrections Center Superintendent. This position will provide clinical supervision, direction and evaluation of treatment staff comprised of certified AODA Social Workers-Corrections and Treatment Specialists in an accredited AODA program; Provide administration and evaluation of the Earned Release Program; perform public relations duties. This position must be certified as an Intermediate or Independent Clinical Supervisor to supervise certified AODA treatment providers who possess Substance Abuse Counselor – In Training (SAC-IT), Substance Abuse Counselor (SAC) or Clinical Substance Abuse Counselor (CSAC) certifications.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification series was created effective August 7, 1994, as a result of the Professional Social Services Personnel Management Survey and announced in Bulletin CC/SC-25. The series was modified effective November 9, 1997, and announced in Bulletin CC/SC-78 in order to eliminate one allocation which was no longer used and replace that representative position with a more appropriate substitution. The classification of Corrections Program Supervisor was created to accommodate implementation of the expansion of the broadband pay structure effective March 12, 2000, and announced in Bulletin CLR/SC-109. This classification was created

to describe former Corrections Program Supervisor 1-2 series positions which were abolished effective March 12, 2000, (also announced in Bulletin CLS/SC-109).

The classification specification was modified effective November 22, 2020, and announced in Bulletin DPM-0540-CC/SC to update definition language, representative positions, and to add an allocation which was included in the Corrections Unit Supervisor classification specification, which was abolished.

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